



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH UNITED STATES ARMY  
ASSISTANT CHIEF OF STAFF, G1  
UNIT #15316  
APO AP 96205-5316

REPLY TO  
ATTENTION OF:

EAGA-G1

6 March 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedural Guidance for Personnel In-processing Korea

1. References.

a. Army Regulation 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing).

b. USFK Policy Letter #16, Sponsorship and In-Processing.

c. EUSA Policy Letter #16, Sponsorship and In-Processing.

2. Applicability: This procedural guidance applies to all personnel in-processing through the 1<sup>st</sup> Replacement Company (1RC) or Warrior Readiness Center (WRC). These procedures are effective starting 30 March 2009.

3. Intent. The command's intent is to ensure that Soldiers and their Families are received and processed in a professional and expeditious manner upon arrival to Korea. An effective sponsorship program is essential for success in setting the conditions for effective reception operations. By communicating expectations prior to arrival and meeting personnel upon conclusion of in-processing as reflected below, we can validate that Korea is the Assignment of Choice.

4. Definitions: The following definitions apply when for this procedural guidance.

a. Arrival Day: Day Soldier and Family members arrive in Korea.

b. Day Zero: First day of in-processing. If the Soldier arrives on a Friday, Saturday or before a holiday, Day Zero will be the first duty day of the next week. Soldiers and Family members will remain in Yongsan from arrival day until Day Zero where they will follow procedures outlined below.

c. Theater-level in-processing: In-processing accomplished at 1RC or WRC designed to integrate new Soldiers and Family members into Korea prior to being released to units for duty.

d. Accompanied Soldiers. Soldier with approved Command Sponsorship and accompanied by their Family.

e. Unaccompanied Soldiers. All Soldiers on unaccompanied tour plus Command Sponsored Soldiers not accompanied by Families. If the Soldier has an approved Command Sponsorship, verify if the Soldier's Family will be arriving later (deferred travel) or if the Soldier now desires to serve an unaccompanied tour. Provide answer to EUSA G1.

f. Releasing Families. No Family will be released from one agency to the next (i.e. 1RC to WRC or LNO to Unit) until the gaining agency has validated that the Family has secured lodging for that coming evening. Before being released to secure housing, Soldiers will have received an in-country threat briefing and in-processed finance and housing for Temporary Lodging Allowance (TLA).

5. Procedures. All Soldiers arriving in Korea will in-process through the 1RC desk at Incheon International Airport and be transported to 1RC at Yongsan Garrison. All Soldiers and Families will be billeted the first night and provided guidance on when and where to report to begin in-processing. On Day Zero, Soldiers will be divided into one of the following groups and processed as reflected below and in the flowchart at Annex A:

a. Unaccompanied Soldiers, regardless of MSC, assigned to Area I. These Soldiers will receive initial briefings at 1RC on Day Zero and then be transported via contract bus to WRC to complete Day Zero briefings and theater-level in-processing.

b. Unaccompanied 2<sup>nd</sup> Infantry Division (2ID) Soldiers assigned to Areas II and III. These Soldiers will receive initial briefings at 1RC on Day Zero and then be transported via contract bus to WRC to complete Day Zero briefings and theater-level in-processing.

c. Accompanied Soldiers, regardless of MSC, assigned to Area I. These personnel will have an R (Uijongbu) or Q (Dongducheon) Command Sponsored Code. These Soldiers receive initial briefings at 1RC on Day Zero and then be transported, along with their Families, via contract bus to WRC to complete Day Zero in-processing and be released to liaison officer (LNOs) to secure housing. Once the housing is secured, the Soldier will report to WRC to complete in-processing. The Families are not authorized to remain in Yongsan following the Day Zero briefings.

d. Accompanied Soldiers assigned to 2ID with approved Command Sponsorship in an Area other than Area I. This includes Key Billet personnel and Soldiers with approved Secretarial Waiver for Overseas Housing Allowance (OHA). These Soldiers will have an S (Seoul), H (Humphreys), X (Soldier assigned to Dongducheon, family authorized in Seoul), or Z (Soldier assigned to Uijongbu, family authorized in Seoul) Command Sponsorship Code. These Soldiers will complete Day Zero processing through 1RC prior to being released to unit LNOs to secure housing. Once the housing is secured, the Soldier will report to WRC to complete in-processing. Soldiers with "H" Command Sponsorship codes will be told on the first day of in-processing that their Family will remain in Seoul for Day Zero in-

EAGA-G1

SUBJECT: Procedural Guidance for Personnel In-processing Korea

processing and then move the next day to begin the process of securing housing in Area III. Soldiers with S, X, or Z Command Sponsorship codes will remain in Yongsan to secure housing.

e. Unaccompanied Soldiers assigned to Areas II – V with the exception of 2ID Soldiers. These Soldiers will remain in Yongsan with 1RC to conduct both Day Zero and theater-level in-processing. Upon conclusion of in-processing, Soldiers will be released to their unit LNO.


f. Accompanied Soldier assigned to Area II – V with the exception of 2ID Soldiers. These personnel will have an S (Seoul), H (Humphreys), O (Osan), P (Pusan), or T (Daegu) Command Sponsorship Code. These Soldiers and their Families will remain in Yongsan with 1RC to conduct both Day Zero and theater-level in-processing. Upon conclusion of in-processing, Soldiers will be released to their unit LNO.

g. 1<sup>st</sup> Replacement Company, Warrior Readiness Center, and unit liaison officers at these locations will establish written SOPs regarding internal processing replacements and provide EUSA G1 a copy of the SOPs. The SOP will address accountability procedures of Soldiers and their Family members.

6. The point of contact for this action is Chief, Human Resources Services Division, Eighth Army G1 at 724-4374.

Encls:

1. In-processing Flowchart
2. Command Sponsored Codes
3. POI for 1<sup>st</sup> Replacement Company
4. POI for Warrior Readiness Center

  
BRENDA A. ANDREWS  
COL, GS  
ACofS, G-1

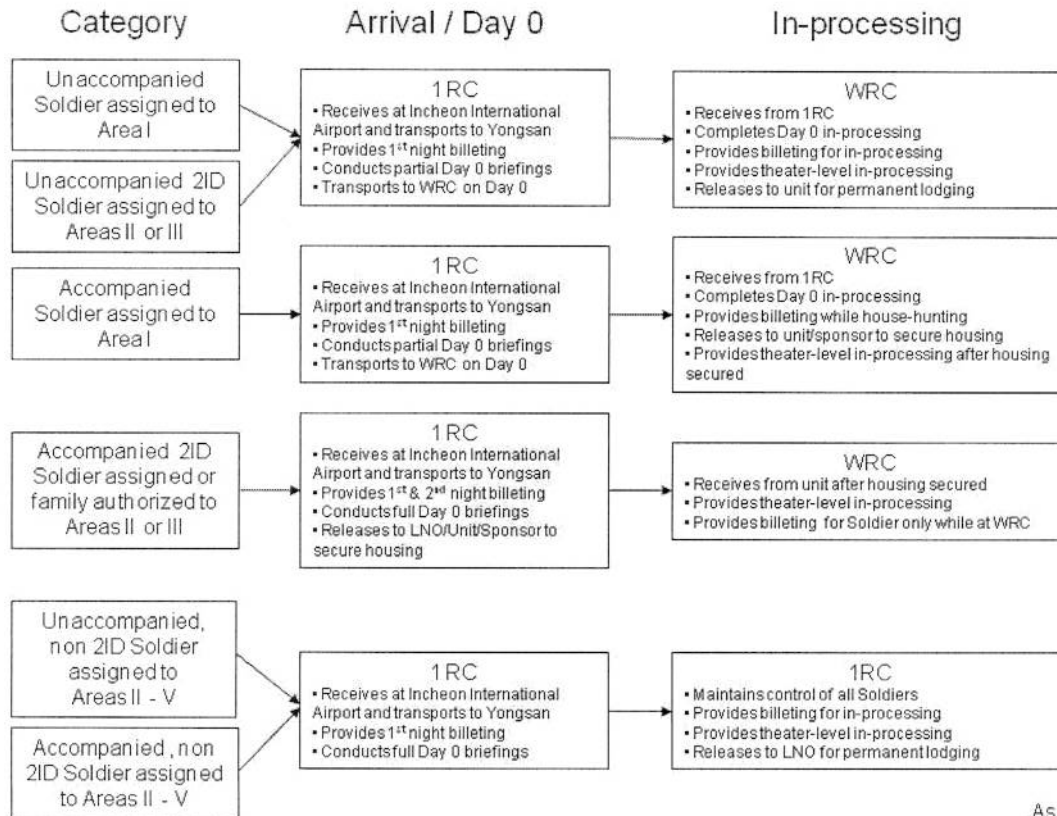
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Annex A: In-Processing Flowchart



## EUSA In-Processing Procedures



As of 4 Mar 09

## Annex B: Command Sponsorship Codes

The following codes are used in combination with the appropriate command sponsorship number to ensure a common operating picture in tracking and supporting Soldiers and their Family members.

The primary purpose for the command sponsorship codes is to identify where the Family resides and receive their installation support.

The presence of a code denotes that the Soldier and their Family members have command approval and have been screened for supportability at that installation. Diversion of approved Command Sponsored personnel between areas requires EUSA G1 approval.

The table below identifies the Command Sponsorship Codes for the Korean Theater:

AREA	LOCATION	CODE	SAMPLE
AREA I	DONGDUCHEON	Q	Q-0901
AREA I	Soldier assigned to DONGDUCHEON and Family resides in Area II	X	X-0901
AREA I	UIJONGBU (CRC, STANLEY AND JACKSON)	R	R-0901
AREA I	Soldier assigned to UIEJONGBU and Family resides in Area II	Z	Z-0901
AREA II	SEOUL	S	S-0901
AREA III	HUMPHREYS	H	H-0901
AREA IV	DAEGU	T	T-0901
AREA IV	PUSAN	P	P-0901
AREA V	OSAN	O	O-0901

EAGA-G1

SUBJECT: Procedural Guidance for Personnel In-processing Korea

Annex C: 1<sup>st</sup> Replacement Company Procedural Guidance

Day Zero

- 0745-0755: Roll Call
- 0755-0830: 1st Replacement Company Newcomers Brief
- 0835-0855: Threat Awareness Brief
- 0855-0930: 121 Medical Readiness Staff
- 0920-0930: Separate Area I Personnel / MSC assignment
- 0930-1130: Medical/Dental screening
- 1130-1245: Lunch
- 1245-1500: SGLI, DD-93 Update, DBIDS
- 1500-UTC: Finance Brief
- 1700-UTC: Transport junior Soldiers to 1RC barracks
- 1700 – UTC: Release 2ID Accompanied personnel authorized to reside in Areas II or III to LNO to secure housing

Day Alpha

- 0900-0935: Command Introduction/Standards
- 0935-1010: mTBI / PTSD/ PHDRA (65<sup>th</sup> Med Bde)
- 1010-1020: Break
- 1020-1100: Seasonal Weather Injuries (65<sup>th</sup> Med Bde)
- 1100-1115: EUSA Retention Brief (Retention Office)
- 1115-1125: Non-Tactical Vehicles (1RC Cadre)
- 1125-1130: Transportation/HHG (1RC Cadre)
- 1130-1250: Lunch
- 1300-1330: CIF Briefing/Area 3 Welcome Packet Issue (1RC Cadre)
- 1330-1400: New Comers (SPC(P) and above, Area 2) Housing Orientation (IMCOM-K)
- 1400-1420: Education Center and Tuition Assistance (1RC Cadre)
- 1420-1430: Break
- 1430-1630: Personal Financial Management- FIRST TERM SOLDIERS ONLY (ACS)
- 1430-UTC: Complete Emergency Documents/Finance/DBIDs/ID Cards

Day Bravo

- 0900-0940: Equal Opportunity (Eighth Army EO)
- 0940-1010: Sexual Assault/Harassment (IMCOM-K SAPR)
- 1010-1015: Break
- 1015-1045: Criminal Investigation Command (CID)
- 1045-1100: ACAP (ACAP Rep)
- 1100-1130: BOSS (BOSS Rep)
- 1130-1250: Lunch
- 1300-1450: Powder Puff/Aftershave (Selected Male and Female E-8 /E-9)

EAGA-G1

SUBJECT: Procedural Guidance for Personnel In-processing Korea

- 1450-1500 Break
- 1500-1550 Financial Management / AER (ACS)
- 1550-1610 Alcohol & Substance Abuse Program (IMCOM-K HR-ASAP)
- 1610-UTC Complete Emergency Documents/Finance (1RC Cadre/MPD/176 FI BN)

#### Day Charlie

- 0900-0915 Force Protection/Threat Awareness (Seoul CI)\*\*
- 0915-0925 WIC Overseas Program (121 CSH) \*\*
- 0925-0930 Education Developmental Intervention Services (121 CSH) \*\*
- 0930-0945 Non Combatant Evacuation Operations (Tasked by MSC)
- 0945-1000 USO (USO)
- 1000-1005 Break
- 1005-1020 American Red Cross (ARC)
- 1020-1050 Ration Control/Black Marketing (PMO/CID)
- 1050-1055 Break
- 1055-1125 Ethics & Standards /SOFA / International Marriage (SJA/Legal Office)
- 1125-1150 USFK Safety (USAG-Y Safety)
- 1150-1250 Lunch
- 1300-1320 MWR (IMCOM-K MWR Rep)
- 1320-1340 Children & Youth Services, On/Off Post Child Care/ DODDS (IMCOM-K MWR Rep)
- 1340-1405 ACS/Obtaining Visa/SOFA Stamp / Relocation (IMCOM-K MWR Rep)
- 1405-1415 Break
- 1415-1515 Army Family Advocacy Program (IMCOM-K MWR Rep)
- 1515-1530 Chaplain Welcome Brief (USAG-Y Chaplain)
- 1530-1535 Break
- 1535-1545 Installation Access (1RC Cadre)
- 1545-UTC Transport Soldiers to Barracks/DFAC/MSC Handoff (1RC Cadre)

#### Day Delta

- 0800-1200 Korean Cultural Awareness/KATUSA Program (G9 Rep)
- 1200-1250 Lunch
- 1300-1500 Korean War National Museum Tour (1RC Cadre / G9 Rep)
- 1300-1430 Windshield Tour- ONLY Area II Families / Civilians (ACS) \*\*
- 1430- UTC Issue Ration & Access Control Memos (Spouses/Civilians)\*\*
- 1500- UTC Transport Soldiers to Barracks/DFAC/MSC Handoff

\*\* Spouses/Civilians Only



## Annex D: POI for Warrior Replacement Center

**DAY – 0 / Monday/Tuesday**

- Receive New Warriors 1100-1200
  - Accountability Formation
  - Issue Billeting
- Lunch 1200-1300
- Linen Issue BLDG 2203 1300-1330
- Initial In-Processing / Movement NCO 1330-UTC
  - WRC Policy Letter # 8 Brief (Sign WRC ROE)
  - Welcome to Korea packet/ Welcome Brief
  - 2ID CG Welcome Video
  - Battle Buddy Video
  - Assignment Orders & DA-31 Leave Forms
  - DD-93 Emergency Contact Forms & SGLI
  - Defense Biometric ID System DBIDS (Day 0- UTC)
  - Military Identification Cards (Mon-Fri 0900-1600)

**DAY – 0 / Tuesday**

- Introduction to Physical Readiness Training 0600-0700
- Hygiene & Breakfast 0700-0830
- Accountability Formation 0830-0900
- DEERS/ID Card 0900-1000
- Sponsorship Survey/Visitation 1000-1130
- Lunch 1130-1300
- PHA Phase I & II 1300-UTC

**DAY – 1 / Wednesday**

- Introduction to Physical Readiness Training 0600-0700
- Hygiene & Breakfast 0700-0830
- Accountability Formation 0830-0900
- DEERS/ID Card 0900-1000
- PHA 1100-1130
- Lunch 1130-1300
- Sponsorship Survey 1300-1400
- Update ID Card/DEERS 1300-1400
- Medical/Dental In-processing: 1400-1445
  - Small Pox / Anthrax Brief
  - Collect Medical/Dental Records
  - Complete Personal Data Sheets
- 2ID Standards and Policies Brief 1445-1515
- USFK Mandatory Training for all Soldiers not possessing Certificate 1515-UTC

NOTE: New Warriors arriving in country today will continue in-processing  
1515-UTC



**DAY – 2 / Thursday**

▪ Hygiene & Breakfast	0630-0730
▪ Accountability Formation	0730-0800
▪ ADC(S) Brief	0800-0830
▪ ACS Brief	0830-0900
▪ Financial Readiness	0900-0945
▪ Division Staff Judge Advocate	0945-1045
➤ Ethics Brief/Legal Brief/International Marriage	
➤ Rations Control	
▪ Alcohol and Drug Brief	1045-1145
▪ Lunch	1145-1300
▪ Division E.O. Officer	1300-1400
➤ Sexual Assault & Human Trafficking and Prostitution	
▪ Chaplain's Brief	1400-1430
▪ Education Center Brief	1430-1530
▪ Red Cross Brief	1530-1535
▪ Family Advocacy Brief	1535-1545
▪ BOSS and MWR	1545-1600

**DAY – 3 / Friday**

▪ Accountability Formation	0530
▪ Medical In-Processing:	
➤ Immunizations & Vision	0530-0630
▪ Hygiene & Breakfast	0630-0800
▪ Finance In-processing	0800-1100
➤ Travel Pay Settlements	
➤ Entitlements (Family Separation, BAH, OHA)	
▪ DCSM Brief	1100-1200
▪ Lunch	1200-1300
▪ 2ID Public Affairs	1300-1330
▪ Area I Soldiers: CIF Issue/Sponsor Visitation	1330-UTC
▪ Area III Soldiers: PHA; Sponsorship Survey/Sponsor Visitation	1330-UTC

**Saturday 2ID Warrior Museum Tour** 1000-1500

**DAY – 4 / Monday**

▪ Introduction to Tae-Kwon-Do at Cp.	0530-0630
▪ Hygiene & Breakfast	0630-0800
▪ Korean Culture	0800-1200
➤ Korean Language and Phrases	
➤ Korean History and Customs	
➤ Korean Culture Videos	

EAGA-G1

SUBJECT: Procedural Guidance for Personnel In-processing Korea

- Korean Cultural Awareness Tour 1200-1730
  - Restaurant 1215-1310
  - Gyeonggi-do Provincial Bldg 1310-1340
  - Home Plus 1340-1440
  - Odu Mountain Observatory 1440-1630
- Return to WRC 1630-1730

**DAY – 5 / Tuesday**

- Linen Turn-in 0530-0630
- Breakfast 0730-0800
- Critique Surveys 0800-0815
- Pass out orders and USFK Certificates 0815-0830
- Final Out Medical 0830-0930
  - Small Pox Shot
  - PPD Read
  - Return Medical Records
- Transportation Brief 0930-0945
- Formation & Key Turn in 0945-1000
- Depart Camp Stanley 1000-UTC